



CITY MANAGER

Elaine Leven

CITY CLERK

Cynthia Greenia

City of Fraser

CENTENNIAL COMMUNITY

MAYOR
Michael Carnegie
MAYOR PRO-TEM
Patrice M. Schornak
COUNCIL
Amy Baranski
Kathy Blanke
Suzanne Kalka
Patrick O'Dell
Dana Sutherland

Fraser Recreation Commission Agenda
City Council Chambers
33000 Garfield, Fraser, MI 48026
Tuesday, August 1, 2023 @ 7:00 p.m.

1. Call Meeting to Order
2. Pledge of Allegiance
3. Roll Call
4. Approval of Agenda for August 1, 2023
5. Approval of Minutes from Regular Meeting July 11, 2023
6. Volunteer Group Reports
7. Reports on Current Event
 - a. Update on Parade
 - b. Update on Other Activities and Ideas
8. Overview Report of Parks and Recreation
9. Other Business
 - a. Review of By-Laws
10. Citizen Participation
11. Commission Members with Concerns
12. Adjournment
POSTED: July 27, 2023



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**CITY OF FRASER
RECREATION COMMISSION MEETING
JULY 11, 2023 @ 7:00 P.M.
33000 GARFIELD, FRASER, MI 48026
DRAFT**

A regular meeting of the City of Fraser Recreation Commission was held on Tuesday, April 4, 2023 at 7:00 p.m. in City Council Chambers, 33000 Garfield, Fraser, MI 48026.

1. CALL TO ORDER

Chairman Kelley called the meeting to order at 7:00 p.m.

2. PLEDGE OF ALLEGIANCE

Chairman Kelley led the Pledge of Allegiance.

3. ROLL CALL

The following members were present:

Hunt, Kelley, Koch, Walker

The following members were absent:

Rice

Motion by Kelley supported by Koch to excuse Commissioner Rice from tonight's Meeting.

AYES: Hunt, Kelley, Koch, Walker

NAYS: None

Motion Carried

Others:

Recreation Director Seay, Council Member Sutherland, Sherry Stein, Marie Cillufo, City Clerk Greenia

4. APPROVAL OF AGENDA

July 11, 2023

Motion by Kelley, supported by Hunt to approve the agenda of the July 11, 2023 Recreation Commission as presented.

AYES: Hunt, Kelley, Koch, Walker

NAYS: None

Motion Carried

5. APPROVAL OF MINUTES JUNE 6, 2023 MEETING

Motion by Kelley supported by Koch to approve the minutes of the June 6, 2023 Recreation Commission meeting as presented.

AYES: Hunt, Kelley, Koch, Walker

NAYS: None

Motion Carried

6. VOLUNTEER GROUP REPORTS

Sherry Stein, 18387 E. 13 Mile, with Fraser First was present. She reviewed that her group was currently selling tickets to their Summer Raffle - the prize was called a Sizzling Summer Prize Package. Tickets were \$10 each and could be purchased online or from a member. The prize was a Blackstone, cooler full of drinks, basically a large summer offering.

Their next regularly scheduled meeting was for July 19, 2023 at 6:00 p.m. at Tim Hortons.

There was a rock snake being started at McKinley Park. Commissioner Koch painted the head or the first rock and others are being encouraged to paint rocks to continue the body of the snake.

Echo Hunt, 17931 Airport reported on the Fraser Garden Club, people had been assigned designated areas in the City to work on. There was a rock snake at McKinley Park that Chris Koch had started. She noted that the DPW has been very helpful in getting them mulch upon request wherever they needed it.

7. REPORTS ON CURRENT EVENTS

Recreation Coordinator Seay reviewed the current status of the upcoming parade. There were 19 participants signed up as of Monday. He has to secure the use of the school parking lot for the parade. He had not been there yet to see the layout.

The deadline to sign up for the parade is July 17, 2023. Chair Kelley noted that he would most likely get more participants signing up after that date.

Sherry Stein, 18387 E. 13 Mile asked if he needed volunteers and stated she would be more than happy to help. It was suggested that he might want to put something on the Parks and Recreation Facebook Page to get volunteers. He would need eight to ten volunteers for the parade. It was suggested that there really should be no people or animals behind the diesel exhaust that would be coming from the tow trucks. Organization was the key to a successful parade. Putting together an Excel spreadsheet for the line-up was key to this.

Commissioner Koch asked if someone was going to collect money for the day for people using the City Parking lot. It was noted that the City Manager should be consulted on this.

Discussion was had on whether or not there would be a tent at the City Parking Lot where people would end up. The City used to have one where they would give out Gatorade, sell Parks and Recreation shirts, and had craft activities for the kids.

Coordinator Seay was not sure how he could be down at the beginning of the parade route and back at City Hall running such a tent. They stated he could ask for volunteers to run the tent. They would really like to have one if possible.

8. OVERVIEW REPORT OF PARKS AND RECREATION

Coordinator Seay reviewed the Jazz Fest and it being rained out. He would like to look into doing it again in the Fall. He has been working on getting youth sports back into Fraser.

Commissioner Koch asked what he had planned for the next six months – was there anything in August that he has going on. How about September, October, November, December, January? Coordinator Seay stated that at the last meeting it was his understanding that all of the Commissioners were going to send him a list of all the major recreational events that happen annually in Fraser. Discussion was had on what he was working on at this time other than the parade. Chair Kelley noted that they used to have a water fight with squirt guns and the fire department was always present. They would use water balloons. It was a very inexpensive way to have an event. Maybe they could plan it for the last event of the Summer. Coordinator Seay was going to speak to Director Kretchmar about how this would work with the Fire Department.

Marie Cillufo 31640 Cyril Avenue. She indicated that if the Recreation Department had upcoming events passing them out at the City Picnic was a great way to get the word out. She stated she would be more than happy to help with any of this if Coordinator Seay

needed it. Discussion was had on Advancing Macomb. Commissioner Hunt had questions regarding the Budget. Council Member Sutherland explained that the money left at the end of a budget year just gets rolled over to the general fund and they get a new budget for the next year. Concern was had on what happens if the Recreation Commission does not spend their monies in regards to the following year – would they get less? Commission felt they would like to get some solid plans to spend their money this year – get some events in the works.

Review was had at this time of the large events that happen annually:

October was generally the Fire Department Open House

December was Christmas in Fraser

Easter is in March or April

July is the parade

Chairman Kelley reminded everyone that in order to do these events Coordinator Seay would need to have volunteers to participate.

Discussion was had on other ideas for smaller events that should be easier to plan. Perhaps a not so scary movie night, a Daddy-Daughter Dance in February and a Mother-Son Bowling Event, maybe have board games and crafts – easy things to get people involved. The Commission was very anxious to get events planned and dates locked down.

Discussion was had on what inventory was in the sheds to be used for events. They asked Coordinator Seay if he would please provide them with an inventory of what is in all of the sheds. Coordinator Seay stated that he was trying to get the big events up and running and working on getting youth sports back to Fraser next year. He was the only person in his department and he stated he only had so many hours he was allowed to work.

Council Member Sutherland stated that she was hearing the Commission sharing with Coordinator Seay that they would like to see some type of event each month – it does not have to be a big event but something to give the residents some activities.

Commissioner Hunt asked Coordinator Martez if he had contacted the vendors she gave him in regards to the Winterfest he would like to see in February of 2024. He had not yet done so.

9. OTHER BUSINESS

a. Review of By-Laws

Commissioner Koch indicated that during the last City Council meeting she heard that City Manager Leven and Attorney Don DeNault had already begun working on the update of the By-Laws. She felt there was no reason to spend time on these until they received the DRAFT from City Manager Leven. Chair Kelley stated that if any Commissioner had certain concerns with the By-Laws they should email them to City Clerk Greenia.

10. CITIZEN PARTICIPATION

Nothing at this time.

11. COMMISSION MEMBERS WITH CONCERNS

Commissioner Hunt shared the following ideas/concerns:

Can we have a “Mini Food Truck Rally” – she had contact information for this.

She asked that the other two (2) tennis courts be striped so they could play pickle ball on them. She asked if they could be striped in a brighter color please.

It was mentioned that we also have horseshoe pits for adult activities.

She was unable to help at the parade as she would be out of town.

Commissioner Koch indicated her concern with the Parks and Recreation webpage with regards to the Farmer's Market. She stated that this reflected the City was still holding a Farmer's Market and it should be taken down or at least have a note stating not this year with it.

She had been watching the City Council meeting and noted they were planning on getting a matching sign for the CVS triangle that the City owned.

Commissioner Koch asked if there would be a booth set up at the carnival on Sunday after the parade like usual. Coordinator Seay stated there was not. Chair Kelley stated that the parade ends at City Hall, this is where a small tent would be set up. She added that she would like to see games and/or crafts out on a table at the site. This was a good place to get out information on any upcoming activities.

July 11, 2023

Commissioner Walker expressed her concern with the number of times they were getting comments on social media about Fraser not having the Farmer's Market. She asked Coordinator to start planning early for next years' Farmers Market. She added that she had offered to help with this and was still willing to do so.

Commissioner Hunt asked for a complete inventory of all items that were in the Senior Activity Center, City Hall and sheds that would be used for the Recreation Department. He indicated he could do this but not until after the parade.

Commissioner Koch offered to hold and Arts and Crafts activity for a couple of hours if Mr. Seay was interested. She then noted she was getting a lot of questions about when is something going to happen as to Recreation. They agreed that when they received phone calls or emails regarding this they would refer them to Coordinator Seay.

12. ADJOURNMENT

Motion by Kelley supported by Hunt to adjourn the meeting at 8:00 p.m.

AYES: Hunt, Kelley, Koch, Walker

NAYS: None

Motion Carried

Respectfully Submitted:

Cindi Greenia, Clerk
City of Fraser

07/27/2023 01:50 PM

REVENUE AND EXPENDITURE REPORT FOR CITY OF FRASER

Page: 1/1

User: CITYCLERK

PERIOD ENDING 07/31/2023

DB: Fraser

G/L NUMBER	DESCRIPTION	2023-24 AMENDED BUDGET	YTD BALANCE	ACTIVITY FOR	AVAILABLE	% BDGT USED
			07/31/2023 NORMAL (ABNORMAL)	MONTH 07/31/2023 INCREASE (DECREASE)	BALANCE NORMAL (ABNORMAL)	
Fund 101 - GENERAL FUND						
Expenditures						
Dept 751 - RECREATION						
101-751-702.000	ELECTED/APPOINTED OFFICIALS PAY	1,250.00	60.00	60.00	1,190.00	4.80
101-751-703.000	SALARIES	0.00	0.00	0.00	0.00	0.00
101-751-704.000	WAGES - FULL TIME EMPLOYEES	23,800.00	3,800.00	3,800.00	20,000.00	15.97
101-751-705.000	WAGES - PART TIME EMPLOYEES	0.00	0.00	0.00	0.00	0.00
101-751-706.000	WAGES - TEMPORARY/SEASONAL EMPLOYEES	10,000.00	0.00	0.00	10,000.00	0.00
101-751-710.000	VACATION	1,000.00	0.00	0.00	1,000.00	0.00
101-751-711.000	HOLIDAY	1,200.00	200.00	200.00	1,000.00	16.67
101-751-713.000	FICA	1,612.00	250.79	250.79	1,361.21	15.56
101-751-714.000	MEDICARE	377.00	58.66	58.66	318.34	15.56
101-751-716.000	WORKERS COMPENSATION INSURANCE EXPENSE	117.00	0.00	0.00	117.00	0.00
101-751-717.000	CASH IN LIEU OF BENEFITS (INS OPT OUT)	0.00	0.00	0.00	0.00	0.00
101-751-718.000	LONGEVITY PAY	0.00	0.00	0.00	0.00	0.00
101-751-724.100	HEALTH INSURANCE PREMIUMS (EMPLOYEES)	5,000.00	103.21	103.21	4,896.79	2.06
101-751-724.200	RETIREE HEALTH SAVINGS PLAN (ICMA)	0.00	0.00	0.00	0.00	0.00
101-751-725.100	DEFINED CONTRIBUTION PENSION (401A-457B	2,080.00	320.00	320.00	1,760.00	15.38
101-751-725.200	DEFINED BENEFIT PENSION PLAN (MERS)	0.00	0.00	0.00	0.00	0.00
101-751-742.000	OPERATING SUPPLIES	2,000.00	0.00	0.00	2,000.00	0.00
101-751-801.000	PROFESSIONAL/CONTRACTUAL SERVICES	25,000.00	0.00	0.00	25,000.00	0.00
101-751-850.000	COMMUNICATIONS (PHONE AND CELL)	0.00	0.00	0.00	0.00	0.00
101-751-851.000	MAIL OR POSTAGE	500.00	0.00	0.00	500.00	0.00
101-751-880.000	COMMUNITY PROMOTION	12,000.00	0.00	0.00	12,000.00	0.00
101-751-881.000	PROGRAMMING - RECREATION REVOLVING FUND	20,000.00	0.00	0.00	20,000.00	0.00
101-751-882.000	PROGRAMMING - FARMERS MARKET	0.00	0.00	0.00	0.00	0.00
101-751-900.000	PRINTING AND PUBLISHING	1,000.00	0.00	0.00	1,000.00	0.00
101-751-930.000	REPAIRS AND MAINTENANCE	0.00	0.00	0.00	0.00	0.00
101-751-955.000	CONFERENCES	1,000.00	0.00	0.00	1,000.00	0.00
101-751-956.000	MEMBERSHIPS	1,000.00	0.00	0.00	1,000.00	0.00
Total Dept 751 - RECREATION		108,936.00	4,792.66	4,792.66	104,143.34	4.40
TOTAL EXPENDITURES		108,936.00	4,792.66	4,792.66	104,143.34	4.40
Fund 101 - GENERAL FUND:						
TOTAL REVENUES		0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES		108,936.00	4,792.66	4,792.66	104,143.34	4.40
NET OF REVENUES & EXPENDITURES		(108,936.00)	(4,792.66)	(4,792.66)	(104,143.34)	4.40

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
			101-751-801.000 PROFESSIONAL/CONTRACTUAL SERVI	(Continued)			
07/31/2023			101-751-801.000	END BALANCE	0.00	0.00	0.00
07/01/2023			101-751-850.000 COMMUNICATIONS (PHONE AND CELL	BEG. BALANCE			0.00
07/31/2023			101-751-850.000	END BALANCE	0.00	0.00	0.00
07/01/2023			101-751-851.000 MAIL OR POSTAGE	BEG. BALANCE			0.00
07/31/2023			101-751-851.000	END BALANCE	0.00	0.00	0.00
07/01/2023			101-751-860.000 TRANSPORTATION	BEG. BALANCE			0.00
07/31/2023			101-751-860.000	END BALANCE	0.00	0.00	0.00
07/01/2023			101-751-880.000 COMMUNITY PROMOTION	BEG. BALANCE			0.00
07/31/2023			101-751-880.000	END BALANCE	0.00	0.00	0.00
07/01/2023			101-751-881.000 PROGRAMMING - RECREATION REVOL	BEG. BALANCE			0.00
07/31/2023			101-751-881.000	END BALANCE	0.00	0.00	0.00
07/01/2023			101-751-882.000 PROGRAMMING - FARMERS MARKET	BEG. BALANCE			0.00
07/31/2023			101-751-882.000	END BALANCE	0.00	0.00	0.00
07/01/2023			101-751-900.000 PRINTING AND PUBLISHING	BEG. BALANCE			0.00
07/31/2023			101-751-900.000	END BALANCE	0.00	0.00	0.00
07/01/2023			101-751-920.000 ELECTRIC	BEG. BALANCE			0.00
07/31/2023			101-751-920.000	END BALANCE	0.00	0.00	0.00
07/01/2023			101-751-921.000 NATURAL GAS	BEG. BALANCE			0.00
07/31/2023			101-751-921.000	END BALANCE	0.00	0.00	0.00
07/01/2023			101-751-922.000 WATER	BEG. BALANCE			0.00
07/31/2023			101-751-922.000	END BALANCE	0.00	0.00	0.00
07/01/2023			101-751-930.000 REPAIRS AND MAINTENANCE	BEG. BALANCE			0.00
07/31/2023			101-751-930.000	END BALANCE	0.00	0.00	0.00
07/01/2023			101-751-930.200 REPAIRS - STREETS MAINTENANCE	BEG. BALANCE			0.00
07/31/2023			101-751-930.200	END BALANCE	0.00	0.00	0.00
07/01/2023			101-751-955.000 CONFERENCES	BEG. BALANCE			0.00
07/31/2023			101-751-955.000	END BALANCE	0.00	0.00	0.00
07/01/2023			101-751-956.000 MEMBERSHIPS	BEG. BALANCE			0.00
07/31/2023			101-751-956.000	END BALANCE	0.00	0.00	0.00

Proposed “Winter Fest” Saturday, February 3, 2024

12:00 p.m. to 3:00 p.m.

In keeping with the monthly – Frolic in Fraser theme – holding a monthly event for the residents of Fraser. Two major components that will book soon for 2024-

Finesse Ice 15 1/2 & Groesbeck (586) 566-9260 Ice Sculptor – Jeff Wolf

Jeff Wolf has been creating custom-designed, hand-carved ice sculptures for over thirty-five years. His client list includes hundreds of hotels, event planners, and caterers in Michigan. He also hand carves custom ice sculptures for many local live ice carving festivals, corporate events, and ice carving demonstrations.

Paige’s Pony Parties & Petting Farm (517) 215-9216 www.paigesponypartiesllc.com

Paige’s Pony Parties, LLC is a family owned and operated business. The owner, Paige Neblo, and her family, have over 25 years of experience raising, training, and showing horses. This business has been a dream of Paige’s since she was a child; in 2018, that dream came true! Paige and her family have traveled the country to find show quality, kind, gentle ponies to be a part of this special business. They are not just ponies, but members of the family, and are treated as such.

Petting Farm (15-20 animals) \$850 based on three hours

1 hour: \$500

2 hours: \$700

Each additional hour: \$150

Our petting farm animals include miniature horses, miniature donkeys, goats, alpacas, sheep, miniature cows and bunnies. We provide food to feed the animals and a sanitizing station.

In addition:

Fire pit stations (I believe we have a few) for S’more making – offer prepackaged kits of cellophane wrapped graham crackers, marshmallows and chocolate bars, as well as a one-time use skewers.

Hot Chocolate station – I believe we have the big jugs for drinks somewhere in the city. This could be set up where Santa was. This area could also be used for the distribution of s’more kits could be given out.

After the event the ice sculptures may be moved along the 14 mile entrance of Steffen’s park, across Garfield to Utica Rd. Or, turn at Garfield and go down to the rd just past the tennis courts.

Local band? One food truck for hot food option?